

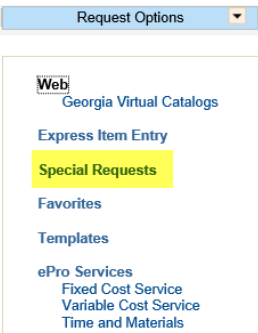


9.2.38 eProcurement: Create a requisition for a Special Item

Step #	Do This:
1	Sign into PeopleSoft
2	On the Home page, click the Procurement Tile 
3	On the Procurement WorkCenter under the eProcurement menu, click Requisition 
4	On the Requisition Settings, name the requisition. Requisition Name <input type="text"/>
5	If using a pCard, choose a Card Number from the dropdown Card Number <input type="text"/> <input type="button" value="v"/> Expiration Date
7	To change the chartfield information Go to the Accounting Defaults
8	Click the OK button to go to the Create Requisition page
9	Click Special Requests. 
9a	Enter the Item Description in the corresponding field
9b	Enter the Price in the corresponding field
9c	Enter the Quantity in the corresponding field

Quick Reference Guide



9d	<ol style="list-style-type: none"> 1. Enter it in Category CD. Otherwise, 2. Click the Magnifying Glass next to Category CD. 3. Click the triangle to expand the Search Categories box 4. Type in the item you are looking for and click “FIND”. Do not push enter in the keyboard. 5. Select a category that corresponds to the item you are purchasing. 6. You will be brought back to the Create Requisition page with a code populated in the Category CD field.
9e	<ol style="list-style-type: none"> 1. Enter a Unit of Measure. Otherwise, 2. Select a Unit of Measure from the list by clicking on the corresponding blue link. 3. You will be brought back to the Create Requisition page with a code populated in the Unit of Measure field.
9f	<p>(Optional)</p> <ol style="list-style-type: none"> 1. Enter Supplier ID. Otherwise, 2. Click the Magnifying Glass next to Supplier ID to find a Supplier ID
9g	(Optional) Enter a Supplier Item ID
9h	(Optional) Enter a Due Date
9i	(Optional) Click Suggest a Supplier link if you are using a supplier that is not in the system. Buyer has to initiate the request with SAO.
10	Click Add to Cart . Your item is added and the page will clear itself in order to allow you to add any additional items.
11	(Optional) Repeat step 8 to add additional items
12	Click the Checkout button
13	(Optional) Click the chevron next to the Line# to change the chartfield information .
14	(Optional) Click the Save & preview approvals box to see what the approval workflow route or to ad-hoc approvers.
15	Click Submit
16	(Optional) Click Check Budget to validate budget.